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**South Coast Air Quality Management District**

**Engineering & Compliance**

*Policies &  
Procedures*

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**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**

**MEMORANDUM**

**DATE:** March 10, 1987  
**TO:** Engineering Division  
**FROM:** William J. Dennison, Acting Director of Engineering /s/ WJD  
**SUBJECT:** Permit Application File Records

As a matter of record Engineers processing applications for P/C or P/O memorialize significant meetings or policy decisions germane to that particular action. In an effort to ensure accuracy of those memos and as a courtesy to those staff members named in the memos, it shall be the policy of this Division to allow those staff members ten working days to review and comment on draft copies. Following that review and comment period, the final memo may be added to the application file.

The style of the memos shall be factual, third person as much as practicable, and impassive. Engineers are to refrain from editorializing.

ep

cc: J. Lents  
E. Camarena  
C. Coleman  
B. Shaw